



Lori A. Shibanette  
Commissioner

Lori A. Weaver  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*OFFICE OF THE COMMISSIONER*

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December 5, 2022

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services, to enter into an educational tuition agreement and to pay said costs in an amount of \$1,500.00 as follows:

Institution:	University of Florida S113 Criser Hall PO Box 114050 Gainesville, FL, 32611
Course Title(s):	VME6613 – Forensic Toxicology I
Course IDate(s):	Begin: 01/09/2023 End: 04/26/2023
Employee:	Kristin Wolfe
Funding Source:	05-95-95-953010-56770000-066-500544
Total Cost of Course(s):	\$1,832.25
State Share:	\$1,500.00
Source of Funds:	Employee Training, 20% Federal, 80% General

**EXPLANATION**

This course, Forensic Toxicology I, will benefit the Department and the employee as it will increase Ms. Wolfe's knowledge of the basic concepts and applications of drug and chemical testing procedures and instrumentation while reviewing the specialized techniques required to produce quality data and results. Topics covered include sample handling and storage requirements, extraction procedures including liquid-liquid extraction, solid-phase extraction and gas-phase extraction, quality measures such as standard curves, reproducibility, limit of detection, linearity and stabilization, and final reporting. This course will provide the skills necessary for personal development and potential advancement within the Public Health Laboratories.

Kristin Wolfe, a Laboratory Scientist IV, has worked for the Department of Health and Human Services, Division of Public Health in the Molecular Diagnostics Unit of the Public Health Laboratory for over ten (10) years. She previously worked in the Virology and Special Testing unit for an additional eight (8) years. She is responsible for maintaining whole genome sequencing analysis certification through routine submission of bacterial genome sequences to the Centers for Disease Control and Prevention's foodborne disease surveillance program as well as provide molecular diagnostic support by performing polymerase chain reaction (PCR) testing and analysis on various infectious viruses.

By completing a Master's in Pharmacy, Ms. Wolfe will expand her knowledge beyond her biological understandings to gain a deeper appreciation of the chemical aspects of public health surveillance and their biological applications. Broadening her knowledge base will enable her to be a scientifically well-rounded and valuable employee who can apply the skills gained across multiple disciplines within the Public Health Laboratories.

The Department of Health and Human Services encourages and supports employees who wish to further their professional growth through continuing education in disciplines that are mutually advantageous.

This course will not be taken on State time.

Attached is a fully executed Tuition Agreement for your review.

Respectfully submitted,



Lori A. Weaver  
Deputy Commissioner



THE STATE OF NEW HAMPSHIRE  
EDUCATIONAL TUITION AGREEMENT

Agreement dated this 22 day of November 2022 by and through the Department of Health and Human Services (hereinafter referred to as the "State) and Kristin Wolfe (hereinafter referred to as the "Recipient"). The State and the Recipient do hereby mutually agree as follows:

1. The State shall pay to the named institution the sum of \$1500.00, which monies shall be used for the purpose of enrolling the Recipient in: VME6613 - Forensic Toxicology I, which course(s) is being offered by the University of Florida and which course(s) shall commence on January 09, 2023 and terminate on April 26, 2023.
2. The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
3. Should the Recipient fail to complete or achieve a passing grade in each course named in paragraph 1, the Recipient shall pay to the State the sum set forth in paragraph 1, provided, however, that if more than one course is named in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
4. Upon the satisfactory completion of the courses named in paragraph 1, the Recipient shall continue in the employ of the State in his/her current position (or in such other position, at equal or greater compensation, to which he/she may be assigned) for a period of six (6) months.
5. The Recipient shall work in any area of the State to which he/she may be assigned, provided that such assignment will not constitute a severe hardship to said Recipient.
6. Should the Recipient breach any of the conditions set forth in paragraphs 4 and 5, the Recipient shall pay to the State a sum equal to all monies previously paid by the State for the Recipient pursuant to the Agreement, provided, however, that the Recipient shall receive a credit for each month in which he/she is employed by the State subsequent to the date upon which the named course(s) are satisfactorily completed, the value of said credit to be calculated on a pro rata basis.
7. The Recipient shall not raise any setoff or counterclaim against the State in any action brought by the State to collect any amount due under this agreement.
8. Should any amount be found to be due the State in any action brought against the Recipient pursuant to this Agreement, the State shall, in addition to said amount, be entitled to an award of costs and a reasonable amount in "attorney" fees.

IN WITNESS WHEREOF the representatives of the State, in his/her official capacity only, and without personal liability, and the Recipient, have hereunto set their hands on the date first above written.

RECIPIENT  
(signature) [Signature] (printed name) Kristin Wolfe

NOTARY State of New Hampshire, County of Hannock :

On this the 22 day of Nov, 2022, before me, Melissa Guerin the undersigned officer, personally appeared, Kristin Wolfe (recipient) known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes herein contained.

In witness whereof I hereunto set my hand and official seal.

[Signature]  
Notary Public Melissa Guerin  
NOTARY PUBLIC  
State of New Hampshire  
My Commission Expires  
September 29, 2026

THE STATE OF NEW HAMPSHIRE  
(signature) [Signature] (date) 12-7-22  
(printed name, title) Lori Weaver, Deputy Commissioner